



Defense Travel System

DTS DTA Guide to Establishing LOAs and Budgets for the New Fiscal Year

(FY06 to FY07)

Version 4.0

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Revision History

Date	Revision Number	Authorization	Revision/Change Description	Page, Section
07/16/04	2.0	Dave French	Update document with current Fiscal Year procedures	Entire document
06/22/05	3.0	Dave French	<p>General update for FY05 to 06 in various sections and added major material to:</p> <p>Paragraph 1.2 expanded the overview to include the entire process</p> <p>Combined sections 4 & 5 into section 3 and renumbered the follow-on sections</p> <p>Updated all screen shots to reflect 05 and 06 examples</p> <p>Section 3 expanded the overview</p> <p>Added following new sections:</p> <p>2.5 LOA placeholder and Budget Item wildcards</p> <p>2.6 No year and multi year funds</p> <p>2.7 account 2/FY rollover</p> <p>3.1 automatic creation of the budget tracking item</p> <p>4.0 updating the travelers profile default LOA</p>	<p>Section 1</p> <p>Section 3</p> <p>All</p> <p>Section 3</p> <p>Sections 2 - 4</p>
06/13/06	4.0	Dave French	General update for FY06 to 07 in various sections. Updated all screen shots to reflect 06 and 07 examples. Added major	

			<p>material to the following:</p> <p>2.0 Update FY Rollover Features</p> <p>2.1 Added Paragraph to rollover Default Option</p> <p>2.2 Custom Option Rollover</p> <p>2.3 Copy feature for Manual Rollover and updated steps to complete.</p> <p>2.4 Updated procedures/screen shots for Budget Shell Targets.</p> <p>2.6. No Year and Multi-Year Funds updated examples.</p> <p>3.0 Budget Module Tracking Item screen shot and example updates.</p>	
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1 Purpose

The purpose of this document is to provide an overview of the upcoming fiscal year changeover process for the local Finance Defense Travel Administration (FDTA) and Budget DTA (BDTA). This includes Lines of Accounting (LOAs) rollover and copy functions, as well as setting up associated budgets for the new fiscal year.

1.1 Reference Materials

The following references contain additional information on the fiscal year rollover process:

Document	Available From
DTS Defense Travel Administration Guide (Manual)	www.dtstravelcenter.dod.mil/ (Training Materials section – DTA Guide)
DTS Financial Field Procedures Guide	www.dtstravelcenter.dod.mil/ (Financial Management section)
DTS DTA Guide to Processing Authorizations for the New Fiscal Year (FY06 to FY07)	www.dtstravelcenter.dod.mil/ (Financial Management section)

1.2 Overview

During the organizational setup process, the Finance DTA (FDTA) establishes LOAs and corresponding budget shells and maintains them with the DTA Maintenance Tool, and the Budget DTA (BDTA) maintains the associated Budget Items in the DTS Budget Module. Every fiscal year, elements in the LOAs (and corresponding Budget Item(s)) require modification to reflect the new fiscal year. The LOA rollover, copy and mass update functions in the DTS DTA Maintenance application provide an FDTA user with a set of automated tools to facilitate the creation and addition of LOAs for the fiscal year rollover activities.

The FDTA identifies the LOA(s) that will be retained for the new fiscal year. Creating new FY LOAs allows the optional creation of an associated Budget Item within the budget module.

After the LOAs have been identified, the FDTA determines which method (rollover or copy) will be used to create the LOA for the new fiscal year. The Fiscal Year Rollover feature should be used for LOAs when the only data element(s) that must be changed for the new fiscal year are the fiscal and/or program year values. Refer to Section 2 for Default rollover rules for the Fiscal/Program Year elements.

A custom rollover feature allows the FDTA to customize the default rules to Fiscal/Program Year elements for XX, null, and other fiscal year values (see Section 2.2). For LOAs that require custom changes to fields other than Fiscal/Program Year element values, the FDTA should use the Copy function. (see Section 2.3).

If the FDTA has previously defined a default LOA for travelers in the organization, *the FDTA must change* the default LOA in the travelers' profiles to reflect the new LOA. A feature in DTA Maintenance facilitates a mass update of the Traveler's Profile Default LOA after the new LOA is created. Otherwise, the travelers' documents for the new fiscal year could result in an incorrect accounting selection of prior year LOAs.

Once the new FY funding is received, the BDTA must enter target amounts for new FY Budget Items before documents using new FY LOAs can be APPROVED.

Remember that ALL DTS approvals now fund against a matching Budget Item in the FY quarter of approval for the current FY and against the 4th quarter for prior FY LOAs. This is based on the FY in the LOA label.

1.3 Obtaining an FY06 LOA List

To assist DTAs with planning the FY Rollover effort, a list of LOAs with labels and data elements can be obtained in a spreadsheet format. The DTA needs to make a request for an organization / sub organizations' list by creating a Tier 3 Help Desk (T3HD) ticket via Magic or email. (**Note:** This may also be found in DTA Maintenance>LOA>View LOA List, if SCR 23738 has been implemented).

2 Fiscal Year Rollover Feature

The Fiscal Year Rollover function provides users with the following capabilities:

1. Default Rules automatically update fiscal and program elements in each LOA to a designated fiscal year value based on a default set of rollover rules defined for each LOA format map.

Note: *All other data elements within the LOA will be copied exactly into the new LOA. For example, if FY = 06, it will rollover to FY = 07; FY = 2006 will rollover to FY = 2007, etc. Default rules can be customized (see Section 2.2). The following table shows the fiscal/program year elements that will automatically update for the current format maps under the default rules format:*

Format Map	Elements That Will Be Updated and the Default Rules Defining the Rollover Action
AF 2, 9/29/2003	<p>Account 2: FY (1 char)</p> <p>Account 3: PY (1 char)</p> <p>Account 2: FY (1 char) equal to X will not be replaced with New FY values</p> <p>Non-empty (FY and PY) elements are rolled to new fiscal year</p> <p>Empty (null) values for Air Force PY remain empty in future year LOA, and empty FY elements are not replaced with New Fiscal Year values</p> <p>A Fiscal year (FY) element with a value less than the corresponding Program Year (PY) element is not replaced with new FY values</p>
ARMY 3, 6/6/2003	<p>Account 2: FY (4 chars)</p> <p>Account 2: PY (1 char)</p> <p>Account 2: FY (4 chars) equal to XXXX will not be replaced with New FY values</p> <p>Non-empty (FY and PY) elements are rolled to new fiscal year</p> <p>Empty (null) values for Army PY and FY elements are not replaced with New PY and FY values</p>
BSM1, 2/06/2006	<p>Account 2: FY (4 chars)</p> <p>Account 2: FY (4 chars) equal to XXXX will not be rolled over</p> <p>Non-empty FY elements are rolled to new fiscal year</p> <p>Empty (null) values for BSM FY elements are not rolled over</p>

Format Map	Elements That Will Be Updated and the Default Rules Defining the Rollover Action
DBMS 1, 8/1/2001	<p>Account 2: FY (4 chars)</p> <p>Account 2: FY (4 chars) equal to XXXX will not be replaced with New FY values</p> <p>Non-empty FY elements are rolled to new fiscal year</p> <p>Empty (null) values for DBMS FY elements are not replaced with New FY values</p>
DWAS	<p>'x' values for DWAS FY and DFY elements are not rolled over</p> <p>Empty (null) values for DWAS FY elements are not replaced with New FY values</p> <p>Non-empty FY elements are rolled to new fiscal year</p>
NAVY1, 8/1/2001	<p>Account 2: DFY (2 chars)</p> <p>Account 3: BFY (1 char)</p> <p>Account 3: EFY (1 char)</p> <p>Account 2: DFY (2 chars) equal to XX will not be rolled over</p> <p>Account 10: JON (12 chars) If the 6th position for an LOA is a "5" (or what ever the last digit is of the current year) then roll position 6 over.</p> <p>Non-empty (DFY, EFY, and BFY) elements are rolled to new fiscal year</p> <p>Empty (null) values for Navy DFY, EFY and BFY elements are not rolled over</p>
NAVYFMS, 1/03/05	<p>Account 2: DFY (2 chars)</p> <p>Account 3: BFY (1 char)</p> <p>Account 3: EFY (1 char)</p> <p>Account 2: DFY (2 chars) equal to XX will not be rolled over</p> <p>Account 10: JON (12 chars) If the 6th position for an LOA is a "6" (or what ever the last digit is of the current year) then roll position 6 over</p>

Format Map	Elements That Will Be Updated and the Default Rules Defining the Rollover Action
	<p>Non-empty (DFY, EFY and BFY) elements are rolled to new fiscal year</p> <p>Empty (null) values for Navy DFY, EFY and BFY elements are not rolled over</p>
WAAS 1, 8/7/2002	<p>Account 2: FY (4 chars) Account 2: PY (1 char)</p> <p>Account 2: FY (4 chars) equal to XXXX will not be rolled over</p> <p>Non-empty (FY, PY) elements are rolled to new fiscal year</p> <p>Empty (null) values for WAAS FY, PY elements are not rolled over</p>
EBiz 2, 2/20/2003	<p>Account 2: FY (4 chars) Account 7: BFY (4 chars)</p> <p>Account 6: PROJ (8 Chars, first 2 characters are FY)</p> <p>Account 2: FY (4 chars) equal to XXXX will not be rolled over</p> <p>Non-empty (FY,BFY, PROJ) elements are rolled to new fiscal year</p> <p>Empty (null) values for Ebiz FY, BFY, PROJ elements are not rolled over</p>
MC 1, 8/01/2001	<p>Account 2: FY (2 chars) Account 2: PY (2 chars)</p> <p>Account 2: FY (2 chars) equal to XX will not be rolled over</p> <p>Empty (null) values for MC FY, PY elements are not rolled over,</p> <p>Non-empty FY, PY elements are rolled to new fiscal year</p>

Format Map	Elements That Will Be Updated and the Default Rules Defining the Rollover Action
MSC, 10/13/2005	<p>Account 2: DFY (2 chars) Account 3: BFY (1 char) Account 3: EFY (1 char)</p> <p>Account 2: DFY (2 chars) equal to XX will not be rolled over</p> <p>Non-empty DFY, BFY, EFY elements are rolled to new fiscal year</p> <p>Empty (null) values for MSC DFY, BFY, EFY elements are not rolled over</p>
SAP1, 3/10/2004	<p>Account 2: DFY (2 chars) Account 3: BFY (1 char) Account 3: EFY (1 char)</p> <p>Account 2: DFY (2 chars) equal to XX will not be rolled over</p> <p>Non-empty DFY, BFY, EFY elements are rolled to new fiscal year</p> <p>Empty (null) values for SAP1 DFY, BFY, EFY elements are not rolled over</p>

- Custom Rules allow users to turn off individual Fiscal/Program Year Account element rules used from the default rule set. Custom Rules can apply to one or more LOA(s) when selected in Rollover. Once the user has turned off the LOA element rule, DTS will automatically update fiscal/ program year elements in each LOA with a specified fiscal year value. Use Preview to see the result before completing the process. (See Section 2.2 for the specifics of the customization process)

Note: All other data elements within the LOA will be copied exactly into the new LOA. If the LOA has the FY designator embedded in a data element not covered by the customization, the procedures in Section 2.3.2 will facilitate rollover.

2.1 Steps to Use the Default Option to Rollover LOA(s)

- Access the DTA Maintenance Tool and select the **Lines of Accounting** option.

Defense Travel System
A New Era of Government Travel

User Name: BOB CAIN
Organization Access: DFCTXMSGCPTS
Group Access: - None
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: June 10, 2006 - 18:21 EDT

DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: DTA Maintenance Home
DTA Maintenance Home
Organizations
Routing Lists
Groups
People
Lines of Accounting
Accession Travel

<< Select an option from the DTA Tools dropdown.

the DTA Maintenance Tool
authorized DTAs with the ability to create and modify organizations, routing lists, groups, people, and lines of accounting. Please select an option from the DTA Tools dropdown menu above.

Your Maintenance Tool Permissions:

- You have the proper permissions to edit organizations
- You have the proper permissions to edit routing lists
- You have the proper permissions to edit groups
- You have the proper permissions to edit people
- You have the proper permissions to edit lines of accounting (LOAs)
- You have the proper permissions to edit permissions.

Click the drop down button to select "Lines of Accounting"

- The **Search Lines of Accounting** screen will be displayed. Use this screen to search for the LOAs that need to be rolled over and used in the new fiscal year (screen ID 7700.1).

Defense Travel System
A New Era of Government Travel

User Name: BOB CAIN
Organization Access: DFCTXMSGCPTS
Group Access: - None
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: June 10, 2006 - 18:27 EDT

DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Lines of Accounting

Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Search Lines of Accounting

Label: (FY + LOA Name)

Format Map:

Organization Name: DFCTXMSGCPTS

Unbudgeted LOA(s) Only:

☒ --Include Sub-Organizations

Search

Place a check mark in the "Include Sub-Organization" box then click "Search" button

- Select all LOAs that should rollover by placing a checkmark next to the applicable LOA or by clicking the "select all" link. Then select the Rollover Selected (on this page) button to continue with the next screen.

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User Name: BOB CAIN
Organization Access: DFCTXMSGCPTS
Group Access: - None
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: June 10, 2006 - 18:50 EDT

Screen ID: 7701.1
DTA Home | Help for this Screen | Logout

DTA Tools: Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Lines of Accounting (Search Results)
Organization Name: DFCTXMSGCPTS
Include Sub-Organizations: No
Format Map:
Label: Unbudgeted LOA(s) Only: No

Select to Delete or Rollover	Edit	Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update Copy	DFCTXMSGCPTS	06 DALLAS	No	AF 2, 9/29/2003	New Budget
<input checked="" type="checkbox"/>	Update Copy	DFCTXMSGCPTS	06 EXERCISE	No	AF 2, 9/29/2003	New Budget
<input checked="" type="checkbox"/>	Update Copy	DFCTXMSGCPTS	06 GENERAL	No	AF 2, 9/29/2003	New Budget
<input checked="" type="checkbox"/>	Update Copy	DFCTXMSGCPTS	06 HONOR GUARD	No	AF 2, 9/29/2003	New Budget
<input checked="" type="checkbox"/>	Update Copy	DFCTXMSGCPTS	06 HOUSING	No	AF 2, 9/29/2003	New Budget
<input checked="" type="checkbox"/>	Update Copy	DFCTXMSGCPTS	06 MEDICAL	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy	DFCTXMSGCPTS	06 OMAHA	No	AF 2, 9/29/2003	New Budget
<input checked="" type="checkbox"/>	Update Copy	DFCTXMSGCPTS	06 OPS TRAVEL	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update Copy	DFCTXMSGCPTS	06 SHEPPARD	No	AF 2, 9/29/2003	New Budget
<input checked="" type="checkbox"/>	Update Copy	DFCTXMSGCPTS	06 Silver Flag	No	AF 2, 9/29/2003	New Budget
<input checked="" type="checkbox"/>	Update Copy	DFCTXMSGCPTS	06 Training	No	AF 2, 9/29/2003	New Budget

Select All Clear All

Delete Selected (on this page) Rollover Selected (on this page)

1 - 11 of 11

Place a checkmark in the LOAs you wish to roll over

Select to roll over the LOAs

Note: The LOA(s) to rollover is listed by organization, LOA label, and format map. The FDTA cannot view the complete data elements of the LOA once rollover is selected. The FDTA should use the LOA List or **Update** feature to view all data elements and verify the LOA as a candidate for rollover.

- The screen for **Rollover Line(s) of Accounting – Select Rules** is displayed. It displays the default rules for how DTS will complete the rollover process for the selected LOA(s). The FDTA will select the default method of rollover that will follow the rules displayed on the screen (screen ID 7713.1). (For Custom rollover, see section 2.2)

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User Name: BOB CAIN
Organization Access: DFCTXMSGCPTS
Group Access: - None
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: June 10, 2006 - 19:00 EDT

Screen ID: 7713.1
DTA Home | Help for this Screen | Logout

DTA Tools: Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Rollover Line(s) of Accounting - Select Rules

Selected Format Map	Default Rollover Element(s)	Default Rule(s)
AF 2, 9/29/2003	Account 2 FY Account 3 PY	Empty (null) values for Air Force PY and FY elements are not rolled over. A Fiscal year (FY) element with a value less than the corresponding Program Year (PY) element is not rolled over. "X" values for Air Force FY elements are not rolled over. Non-empty (FY and PY) elements are rolled to new fiscal year.

Select Rollover Rules:

☒ Use default rule(s)
☐ Use custom rule(s) defined for each LOA

[Continue](#) [Cancel](#)

Select "Use default rule(s)" then select the "Continue" button

- The **Rollover Line(s) of Accounting – Default Rules** screen is displayed. It shows the list of selected LOAs with the Organization Name, Label, Format Map, and the option to preview the New Fiscal Year LOA before rollover. In addition, there will be two input fields for Fiscal Year that must be populated before you can preview the rolled LOA. You must enter the new fiscal year for both the LOA(s) and the empty budget shell(s). Once you have previewed the rollover LOA and are satisfied, select the Rollover Line(s) of Accounting button to execute the rollover function to create the New Fiscal Year LOA(s) and the empty Quarterly budget shell(s) if the “Create Budget” box was selected. You can also designate whether the LOAs will be shared or not by selecting the box for “Shared”. (Screen ID 7711.2). No check mark(s) indicates that no Quarterly Budget Shell is to be created and that the rollover LOA will NOT be Shared.

Note: If the Organization uses Annual Budget Items, then the Budget check box should be BLANK and the Budget Item has to be manually created in the Budget Module.

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User Name: BOB CAIN
Organization Access: DFCTXMSGCPTS
Group Access: - None
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: June 10, 2006 - 19:02 EDT

Screen ID: 7711.2
DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Rollover Line(s) of Accounting - Default Rules (An empty budget shell will not be created if)

Rollover LOA(s) to Fiscal Year: 2007
Empty Budget Shell(s) Fiscal Year: 2007

This field provides the fiscal year to be used for LOA label and Budget Item label if the “Create Budget” box is selected.

Create Budget	Shared	Organization Name	Label	Format Map	Preview
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DFCTXMSGCPTS	06 EXERCISE	AF 2, 9/29/2003	Preview
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DFCTXMSGCPTS	06 GENERAL	AF 2, 9/29/2003	Preview
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DFCTXMSGCPTS	06 HONOR GUARD	AF 2, 9/29/2003	Preview
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DFCTXMSGCPTS	06 HOUSING	AF 2, 9/29/2003	Preview
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DFCTXMSGCPTS	06 MEDICAL	AF 2, 9/29/2003	Preview
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DFCTXMSGCPTS	06 OPS TRAVEL	AF 2, 9/29/2003	Preview
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DFCTXMSGCPTS	06 Silver Flag	AF 2, 9/29/2003	Preview
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DFCTXMSGCPTS	06 Training	AF 2, 9/29/2003	Preview

Rollover Line(s) of Accounting Cancel

- DTS displays a final confirmation message that allows you to cancel your actions for rollover up to this point.
- If the LOA is correct for the new FY, select **Continue** to complete the rollover process. If you select **Continue** in error, you must manually delete the LOA(s) and inactivate any associated Budget Item(s) or manually edit the new LOA(s) and associated Budget Item(s).

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User Name: BOB CAIN
Organization Access: DFCTXMSGCPTS
Group Access: - None
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: June 10, 2006 - 19:12 EDT

DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Rollover Line(s) of Accounting - Confirm

After the lines of accounting are rolled over into the new fiscal year, you will not have an option to systematically back out the changes through the DTS application. If changes are required after the rollover function is completed, modifications will have to be made individually to each LOA.

Would you like to continue with the rollover action or cancel and review your LOA rollover rules prior to executing the fiscal year rollover?

Continue **Cancel**

8. DTS displays a confirmation message that indicates the number of successful rollover LOA(s) and empty budget shell(s) created.

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User Name: BOB CAIN
Organization Access: DFCTXMSGCPTS
Group Access: - None
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: June 10, 2006 - 19:22 EDT

DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Rollover Line(s) of Accounting Summary

8 of 8 Line(s) of Accounting Successfully Rolled Over.
8 of 8 Empty Budget Shell(s) Successfully Created.

OK

9. Proceed to Section 2.4 to update the target in the budget shell.

2.2 Steps to Use the Custom Option to Rollover LOA(s)

1. Refer to steps 1 – 4 in Section 2.1. The only difference is in step 4; you should select Use Custom Rules instead of Default Rules.

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User Name: BOB CAIN
Organization Access: DFCTXMSGCPTS
Group Access: - None
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: June 10, 2006 - 19:25 EDT

DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Rollover Line(s) of Accounting - Select Rules

Selected Format Map	Default Rollover Element(s)	Default Rule(s)
AF 2, 9/29/2003	Account 2 FY Account 3 PY	Empty (null) values for Air Force PY and FY elements are not rolled over. A Fiscal year (FY) element with a value less than the corresponding Program Year (PY) element is not rolled over. X values for Air Force FY elements are not rolled over. Non-empty (FY and PY) elements are rolled to new fiscal year.

Select Rollover Rules: ☐ Use default rule(s)
☒ Use custom rule(s) defined for each LOA

Continue **Cancel**

Select "Use custom rule(s) defined for each LOA" then select the "Continue" button

2. Populate the Rollover LOA and Empty Budget Shell(s) Fiscal Year boxes and click **Preview** to view how the new LOA was updated. If you do not want a Budget Item created deselect the check box for Create Budget. If you have selected to create a budget you can share it to all subordinate organizations by checking the Shared box.

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User Name: BOB CAIN
Organization Access: DFCTXMSGCPTS
Group Access: - None
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: June 11, 2006 - 12:45 EDT

DTA Tools: Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Rollover Line(s) of Accounting - Custom Rules (An empty budget shell will not be created if Create Budget is not checked.) * Required

Rollover LOA(s) to Fiscal Year: 2007
Empty Budget Shell(s) Fiscal Year: 2007

Create Budget: ☒ Shared: ☐ Select Rollover Field(s):
☒ Account 2 FY (6)
☐ Account 3 PY (empty)

Organization Name	Label	Format Map	Preview
DFCTXMSGCPTS	06 MEDICAL	AF 2, 9/29/2003	Preview

Rollover Line(s) of Accounting Cancel

Under the Select Rollover Fields note that the current LOA element for that field is displayed.

This will allow you to view the LOA to ensure the proper data elements have been updated.

Format Map: AF 2, 9/29/2003
Organization Name: DFCTXMSGCPTS

LOA Data Elements

Account 1	ADSN or DTST: *	667100	(6 or DTST)
	DTST Sub-field:		(14)
Account 2	DEPT:	97	(2)
	TA:		(2)
	FY:	7	(1)
	APPR:	3400	(4)
	SL:		(4)
Account 3	FC:	30	(2)
	PY:		(1)
Account 4	OAC:	78	(2)
	OBAN:	88	(2)
	RC/CC:		(6)
	BA:		(2)

FY changed from 6 to 7

PY did not change

3. Scroll to the bottom of the preview window and close. **Note:** You will not be able to edit the preview window. Once the preview window is closed you will return to the rollover screen.

4. Select **Rollover Line(s) of Accounting**.

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User Name: BOB CAIN
Organization Access: DFCTXMSGCPTS
Group Access: - None
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: June 11, 2006 - 13:07 EDT

Screen ID: 7714.1
DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Rollover Line(s) of Accounting - Custom Rules (An empty budget shell will not be created if Create Budget is not checked.) * Required

Rollover LOA(s) to Fiscal Year: 2007
Empty Budget Shell(s) Fiscal Year: 2007

Create Budget	Shared	Select Rollover Field(s)	Organization Name	Label	Format Map	Preview
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Account 2 FY (6)	DECTXMSGCPTS	06 MEDICAL	AF 2, 9/29/2003	Preview
<input type="checkbox"/>	<input type="checkbox"/>	Account 3 PY (empty)				

[Rollover Line\(s\) of Accounting](#) [Cancel](#)

5. DTS displays a final confirmation message that allows you to cancel your actions for rollover (screen ID 7716.1).
6. If the LOA is correct for the new FY, select **Continue** to complete the rollover process. If you select **Continue** in error, you must manually delete the LOA(s) and inactivate any associated Budget Item(s) or manually edit the new LOA(s) and associated Budget Item(s).

Defense Travel System
A New Era of Government Travel

User Name: BOB CAIN
Organization Access: DFCTXMSGCPTS
Group Access: - None
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: June 11, 2006 - 13:08 EDT

Screen ID: 7716.1
DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Rollover Line(s) of Accounting - Confirm

After the lines of accounting are rolled over into the new fiscal year, you will not have an option to systematically back out the changes through the DTS application. If changes are required after the rollover function is completed, modifications will have to be made individually to each LOA. If the LOA label that will be created for the LOA rollover action already exists in the organization, DTS will construct a unique label for the rolled over LOA by appending an "X" to the current LOA label, enabling a user to initiate the rollover action for an LOA, two (2) times.

Would you like to continue with the rollover action or cancel and review your LOA rollover rules prior to executing the fiscal year rollover?

[Continue](#) [Cancel](#)

7. Select **OK** on the Rollover Line(s) of Accounting Summary screen. This validates that DTS has successfully rolled over the selected LOA(s) and created empty budget shells if selected (screen ID 7712.2).

The screenshot shows the 'Defense Travel System' interface with the title 'A New Era of Government Travel'. The user is identified as BOB CAIN, with organization access to DFCTXMSGCPTS. The screen displays a 'Rollover Line(s) of Accounting Summary' message indicating that 1 of 1 line(s) of accounting were successfully rolled over and 1 of 1 empty budget shell(s) were successfully created. An 'OK' button is highlighted with a red box.

8. Proceed to Section 2.4 to update the target in the budget shell.

2.3 Use of the Copy LOA Feature for Manual Rollover

The FDTA should use the Copy LOA feature when other data elements change from one fiscal year to another (i.e., changes that are in addition to fiscal/program year-related elements).

Note: *If the only data elements that require change are related to the fiscal year, refer to Section 2, Fiscal Year Rollover Feature.*

The LOA Copy function does the following:

1. The program allows you to copy all of the elements of an existing LOA to create a new LOA for another fiscal year. This must be done on an individual basis – you can only copy one LOA at a time and you can only copy into an organization that you have access to in your profile. **Note:** *This does not change the fiscal year-related elements in the LOA.*
2. The Copy Line of Accounting screen displays the format layout and the elements from the existing LOA. The copy function allows you to name the LOA label used for the LOA and budget shell. The FDTA must change the data elements within the LOA, as necessary, to reflect any changes required for the new fiscal year (screen ID 7705.3).
3. If the “Create Budget” box was checked, an empty quarterly budget shell for the new LOA with the same accounting elements will be created. The FDTA needs to edit the new budget shell in the DTS Budget Module to add funding targets as determined by the Resource Management Office.

2.3.1 Steps to Create a single LOA and Quarterly Budget Shell When Using the Copy LOA Feature

1. Access the DTA Maintenance Tool and select the **Lines of Accounting** option.
2. The **Search Lines of Accounting** screen will be displayed. Use this screen to search for the LOAs needed in the new fiscal year (screen ID 7701.1).
3. Select the **Copy** button next to the LOA to create the new fiscal year LOA. This must be done on an individual basis — you can only copy one LOA at a time.

4. After selecting the **Copy** button, the **Copy Line of Accounting** screen is displayed. (An empty Quarterly budget shell will not be created if Create Budget is not checked). This screen displays the selected LOA data elements based on the Format Map, and the FDTA can then update the data elements (screen ID 7705.3).

The FDTA should check and update the following fields:

Field Label	Comments
Share LOA	Select this check box if the LOA is to be shared to ALL subordinate organizations.
Create Budget	Select this check box if a Quarterly Budget Shell needs to be created. Note: If the Organization uses Annual Budget Items, then the Budget check box should be BLANK and the Budget Item has to be manually created in the Budget Module.
Empty Budget Shell Fiscal Year *	If you have selected to create a budget, enter the 4-digit year for the new fiscal year. Only required is Create Budget was selected.
LOA Fiscal Year* (under the heading “Label”)	This field will be pre-populated by default based on the selected LOA. You will need to enter the 2-digit year for the new fiscal year. This will be used as part of the label name.
LOA Name* (under the heading “Label”)	This field will be pre-populated by default based on the selected LOA using the label value. If the LOA is copied into the same organization, the label name MUST be changed. Each LOA within an organization must have a distinct label name.
Fiscal Year related elements (under the heading “LOA Data Elements”)	Update the necessary fiscal year-related elements (such as FY, PY, DFY, BFY, EFY) in the format map to reflect the new fiscal year. The copy function does not automatically rollover the values.
Remaining Data Elements (under the heading “LOA Data Elements”)	Make any other changes to the remaining data elements in the format map, as necessary.

* Denotes required field

Defense Travel System
A New Era of Government Travel

User Name: BOB CAIN
Organization Access: DFCTXMSGCPTS
Group Access: - None
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: June 11, 2006 - 13:23 EDT

Screen ID: 7704.3
DTA Home | Help for this Screen | Logout

DTA Tools: Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Copy Line of Accounting (An empty budget shell will not be created if Create Budget is not checked.) * Data Required

Format Map: AF 2, 9/29/2003

Organization Name: * DFCTXMSGCPTS

Share LOA: ☐ Yes

Create Budget: ☒ Yes

Empty Budget Shell Fiscal Year: * (4 digit year)

Label

LOA Fiscal Year: * 06 (2 digit year)

LOA Name: * MEDICAL

LOA Data Elements

Account 1: ADSN or DTST: * 667100 (6 or DTST)
DTST Sub-field: (14)

Account 2: DEPT: 97 (2)
TA: (2)
FY: 6 (1)
APPR: 3400 (4)
SL: (4)

Copy feature - after selecting Copy on LOA search results screen. User then changes data elements as necessary and selects the Save button.

- Click the **Save Copied Line of Accounting** button to create the new fiscal year LOA and the empty budget shell (if selected) for the corresponding new LOA.
- If Create Budget was selected, an empty quarterly Budget Item shell will be created for the copied LOA in the Budget Module of the FY you inserted and you will have to add the appropriate target amounts prior to use.

2.4 Update the Budget Shell After Creating New Fiscal Year LOAs from the Rollover Feature

Steps to Update Budget Shell (Budget Item Target(s)):

- Access the DTS Budget Module from the Administrative drop-down menu on the DTS home page.
- Select **Budget** to go to the main budget screen (screen ID 1228.1), select Budget maintenance then Show Budgets. To View/Edit the Budgets that you just created you must enter the appropriate FY, the Budget will always default to the current FY so be sure to select the new FY from the drop down. Select the **Show Budgets for Selected Organizations** button to display available Budget Item shell(s).
- Look for the Budget Item label(s) that was created during the rollover or copy process. Select the **Edit** link next to the Budget Item label(s).
- The **Edit Budget Item** screen (screen ID 1232.1) will be displayed. Verify the section labeled **LOA Accounting Code Elements** to ensure the elements reflect the new fiscal year LOA that was created during the rollover or copy process

Logged In As: B06 B. CAIN
Screen ID: 1230.1

Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

Budget Main Budget Maintenance Manual Transaction Reports

Show Budgets Create Budget View Journal Mass Update Budgets

Current Date: 08-11-2008

Show Budgets

To view a list of budgets, enter the selection criteria and click **Show Budgets for Selected Organization(s)**.

Fiscal Year: 2007

Organization: DFCTXMSGCPTS

☒ Include Sub Organizations

Budget Label:

SHOW BUDGETS FOR SELECTED ORGANIZATION(S)

Enter applicable fiscal year and organization then show budgets to see all newly created budget shells.

Edit	Inactivate	Organization	Budget Label	Annual/ Quarterly	Shared	Target Amount Qtr 1	Target Amount Qtr 2	Target Amount Qtr 3	Target Amount Qtr 4	Available Funding Target	Annual Funding Total
Edit	Inactivate	DFCTXMSGCPTS	07 DALLAS	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate	DFCTXMSGCPTS	07 EXERCISE	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate	DFCTXMSGCPTS	07 GENERAL	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate	DFCTXMSGCPTS	07 HONOR GUARD	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate	DFCTXMSGCPTS	07 HOUSING	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate	DFCTXMSGCPTS	07 MEDICAL	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate	DFCTXMSGCPTS	07 OPS TRAVEL	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate	DFCTXMSGCPTS	07 SILVER FLAG	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate	DFCTXMSGCPTS	07 TRAINING	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Empty budget shells that were created from either the rollover or the copy feature. Select "edit" to add the quarterly target amounts.

Use this screen to make adjustments to budget funding target. Enter the increase or decrease in the "Funding Target Adjustment" boxes below. You can also change the status of this budget item to "Shared". WARNING : THIS IS A NON-REVERSIBLE SELECTION. You can also create a new budget item with a different label and an edited LOA for the org.

Note: Caption in bold is a required field.

Fiscal Year > 2007

Budget Label > 07 EXERCISE

Shared > ☐ Yes ☒ No

Organization > DFTXW5GCPPTS

AMOUNT BUDGETED FOR EACH QUARTER					
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Annual
Quarterly Funding Target:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Previous Quarter Carryover:					
Funding Target Adjustments:	150000.00	0.00	0.00	0.00	
Transaction Adjustments:	\$0.00				\$0.00
Obligations Outstanding:	\$0.00				\$0.00
Expenditures:	\$0.00				\$0.00
Total Obligations:	\$0.00				\$0.00
Available Funding Balance:	\$0.00				\$0.00

Verify data elements in the LOA and input Target amounts based on direction from your Resource Manager.

5. You **MUST** enter Remarks prior to selecting the **Save** button to complete the process.
6. Repeat the process for each empty Budget Item shell(s) that was created during the rollover or copy process.

2.5 LOA Placeholders and Budget Item Wildcards

LOA placeholders will rollover with each LOA. Of course if you selected to create a budget item during rollover the placeholders must be replaced in the new FY Budget Item with a wildcard, "*". This can be done using the Mass update feature in the budget module, or when initial targets are added.

For organizations using multiple LOAs that rollup to a single wildcard Budget Item, the FDTA should coordinate and decide whether to even create budget shells at Rollover. If Budget Shells are created the BDTA needs to ensure the wildcard is entered in one new FY Budget Item, and the remainder of the Budget Items should be inactivated.

2.6 No Year and Multi-Year Funds

Some organizations travel on funds that are available for multiple year obligations. These are sometimes known as "no year funds" or "multi year funds". There are two options for users of other than single year funds. The FDTA/BDTA will need to determine the most appropriate option for their site.

Note: For sites using Multi and No Year funds you **CANNOT** use an LOA more than once on a document, this means that if you decide to Rollover your LOAs you cannot use an FY06 and FY07 LOA label on a document if all the data elements in the LOAs are exactly the same. It is suggested to use one or the other for the entire trip.

2.6.1 Current Quarter Tracking- Rollover LOAs to update labels only

The first option would be to use the custom rollover feature in DTA Maintenance>LOA (Section 2.2). The custom rollover feature allows the FDTA to deselect all rollover rules. This will result in a New LOA label with the New FY without changing any of the LOA elements. (06 Training rolls over to 07 Training).

In coordination with the BDTA, the FDTA may opt to create the new quarterly FY budget item. (Note that at rollover only a quarterly budget item can be created. Annual budget items must be manually created in the budget module.) When new FY funding targets are available, the BDTA has the new FY budget item available to enter the target.

Travelers will have to remember to select the appropriate label. Note that the same LOA details can not be on a document twice. Different labels (06 Training and 07 Training) with the same LOA details are the same LOA to DTS. You will not be able to allocate costs to the 06 label and the 07 label if the LOA details are the same.

This option could be used for those sites that want to be able to track funds quarterly within the new FY Budget Item, the advantage to this is that the BDTA will be able to track funds in the actual quarter in which they are APPROVED.

2.6.2 4th Quarter Tracking- Do NOT Rollover LOAs

The second option would be to continue using LOAs that have the current FY in the label into the next and future FYs. When choosing this option the FDTA/BDTA should keep in mind that once the new FY begins, ALL document approvals using LOAs with labels that have the previous FY in them will fund in the previous FY budget item's 4th quarter only.

Currently the BDTA can not adjust target for previous FY budget items. Being able to add funds to prior year budgets is dependent upon the resolution of SCR 20428 which should be resolved prior to the crossover period.

2.7 Account 2 / Document FY (DFY) Rollover (For Navy LOA / STARS-FL and Other Systems)

For crossover trips only, the FY07 expenses incurred have to be allocated to an FY07 LOA that has a DFY of 06. Normal LOA rollover creates a New FY LOA with a new DFY (i.e., 07). The chart below provides the relevant rollover data elements for each type of trip (an all FY06 trip, a crossover trip starting in 06 and ending in 07, and a new FY trip all in 07).

TRAVEL	LOA Document FY		Fiscal Year (Beginning) Program Year (Ending)	
	ACCT2 / DFY		ACCT 3 / BFY	ACCT 3 / EFY
06 Trip	06	06	6	6
Crossover trip				
Dept in September	06	06	6	6
Return in Oct	07	06	7	7
07 Trip	07	07	7	7

Current functionality for the NAVY LOA format accomplishes the rollover for LOAs from the previous FY to the next FY (06-to-07). This accommodates FY07 trips created in 06. This does not allow for the correct LOA to be constructed for the FY07 costs in crossover trips, as a second custom rollover of the LOA fails as a duplicate label.

New functionality is provided for FY07. When an LOA label already exists (from ROLLOVER only), the user should be prompted for, “A duplicate label already exists. If you want to proceed, DTS will automatically add an X to the end of the label. If the label is at the maximum length, the last character of the label is replaced with an X. (07 Training becomes 07 TrainingX) Select OK to proceed, Cancel to return.” This allows the STARS-FL FDTAs to rollover the 06 LOAs on crossover trips to an 07 LOA with a DFY of 6, using the custom rollover after they rollover the 06 lines to 07 lines. The ability to rollover an LOA twice will be available for all LOA formats, just in case.

3 Updating Traveler's Profile Default LOA

A feature is provided in DTA Maintenance to allow the DTA to update the default LOA label in the traveler's profiles of an organization. This standard process is explained in Chapter 8 pg 8-27 of the DTA Manual.

The new default LOA must already have been created in DTA Maintenance via Rollover, Copy or Manually entered.

1. To change ALL personnel to a new Default LOA label, in DTA Maint>LOA>Update Default LOA, select a single Organization, leave the Existing Default LOA label blank. Select the New Default LOA label from the drop down list and be sure to select the check box "Include All Existing Default LOAs". The process must be repeated for each sub-organization.
2. To change SOME personnel from one Default LOA label to a New Default LOA label, in DTA Maint>LOA>Update Default LOA, select a single Organization, then select the Existing LOA label from the drop down that you want to be replaced. Select the New Default LOA label from the drop down list. This will replace only those selected under "Existing LOA Labels" with your selection in "New Default LOA Label"; ALL other existing LOAs will remain unchanged. The process must be repeated for each new default LOA and for each sub-organization.

4 Deleting Prior year LOAs

Before deleting prior year (PY) LOAs the FDTA should consider whether any new documents would need to be created using the PY funds; if yes, then the LOAs should not yet be deleted. An option could be to wait until midway through the new FY before deleting any PY LOAs. Generally you should inform your traveler's to not use the prior year LOAs for current year travel.

Reminder: The LOA is copied from DTA Maintenance into the document when selected. If the LOA from DTA Maintenance is deleted from DTA Maintenance, it stays on the documents. For amendments or supplementals after the LOA is deleted from DTA Maintenance, a pre-audit triggers for "Acct code does not exist in the master table", this is OK, just add your justification.